

**Military Service Members**  
**VA Educational Benefits Information Packet**

Villanova University is dedicated to assisting veterans and their dependents as they reach their personal, professional and academic goals. We are committed to guiding each individual from admissions to graduation, and beyond. Intentionality informs everything our office does, meaning that we are focused on assisting those it serves to become the next generation of leaders and problem-solvers given the community's unique passion for service and excellence. We encourage you to read and understand the information provided in this packet regarding your VA educational benefits. We hope you understand both your opportunities and responsibilities as a VA student. If further information is needed, please contact The Office of Veterans and Military Service Members, and/or visit the GI Bill website.

**STUDENT RESPONSIBILITIES**

**If you have never used VA Education Benefits the steps are as follows.**

1. You will need to submit Form VA 22-1990 or VA 22-1990e (transfer of entitlement) which are applications for VA Educational Benefits, to the VA and you can do this through either of the following government websites: [va.gov](http://va.gov) or [eBenefits](#).
2. Then, you will need to complete Villanova's [Enrollment Verification Form \(EVF\)](#) and upload a copy of your Certificate of Eligibility (COE) from the VA OR the cover page from the eBenefits process that you completed in step 1 above.
3. This form will be submitted to the School Certifying Official (SCO) who will submit your registration, tuition, and fee information for the term to the VA.
4. Each term that you plan to use your VA benefits, please submit an EVF form and a current Certificate of Eligibility.
5. To ensure quality customer service and timely VA Benefits payments you must keep the SCO aware of adds, drops, or withdrawals throughout the term. This can be accomplished by either emailing [veterans@villanova.edu](mailto:veterans@villanova.edu) or calling (610) 519-4034.



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**If you have used VA Education Benefits previously the steps are as follows.**

1. You will need to submit Form VA 22-1995, which is a Change in Place of Training to the VA, you can do this through either of the following government websites: [va.gov](http://va.gov) or [eBenefits](#).
2. Then, you will need to complete Villanova's [Enrollment Verification Form \(EVF\)](#) and upload a copy of your Certificate of Eligibility (COE) from the VA OR the cover page from the eBenefits process that you completed in step 1 above.
- 3 This form will be submitted to the School Certifying Official (SCO) who will submit your registration, tuition, and fee information for the term to the VA.
- 4 Each term that you plan to use your VA benefits, please submit an EVF form and current Certificate of Eligibility.
- 5 To ensure quality customer service and timely VA Benefits payments you must keep the SCO aware of adds, drops, or withdrawals throughout the term. This can be accomplished by either emailing [veterans@villanova.edu](mailto:veterans@villanova.edu) or calling (610) 519-4034.

### **ADDRESS AND/OR DIRECT DEPOSIT**

Address and direct deposit information must be kept current. You are required to contact the VA to update your direct deposit and if your address changes please contact your School Certifying Official. For chapters 30, 1606, & 1607 students can use WAVE system. If you want to start using direct deposit (chapters 30, 33, 35, 1606, & 1607) or change your direct deposit please call 1-877-838-2778 and provide the following information:

- Account number
- 9-digit bank routing number
- Type of account (checking or savings)

### **eBenefits**

You are encouraged to register and utilize eBenefits to assist you in the following:

- Obtain up to date information on your educational entitlement
- Update your Direct Deposit and personal contact information
- Download VA letters and personal documents
- View the status of your payments (both education and disability)



**VERIFYING YOUR ENROLLMENT**

If you receive Chapter 30, 1606, or 1607 you must verify your enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The monthly verification of enrollment has not been added for Chapter 33 and Chapter 35, with one exception. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22- 8979).

**IMPORTANT INFORMATION**

**YELLOW RIBBON PROGRAM**

Villanova will fully fund the tuition and fees that exceed the VA tuition cap for the academic year for up to 40 undergraduate students, 10 graduate students, and 5 law school students for the 2020/2021 academic year.

Villanova's Yellow Ribbon Program funds will be awarded to [qualifying students](#) on a first-come, first-served basis. To be considered, qualifying students must:

- Complete the [online application](#) for the Yellow Ribbon Program and submit an updated Certificate of Eligibility provided to you by the VA.
- Be enrolled in an approved undergraduate or graduate program.

Recipients will be selected based upon the date the application is submitted and when all conditions are met.

Students who have been approved for Yellow Ribbon funding will continue to receive the benefit, provided the conditions above are still met. You will not be required to submit a Yellow Ribbon application each term. However, you will need to submit an [Enrollment Verification](#) form each term you plan to use your benefits. Students will be contacted by Villanova's Certifying Official (SCO) when they have been selected to receive Yellow Ribbon funds.

Villanova University funds its contribution of the Yellow Ribbon Program through the Villanova Grant Program. Because of this any student who is receiving Yellow Ribbon Program funds will not be eligible for Villanova Grants.

**CHANGES TO SCHEDULE**

Whenever you add, drop, or withdraw from a course the School Certifying Official must be notified. Changes in your credit hours may



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affect your VA benefits. The VA will notify you if the changes in your enrollment resulted in a debt with the VA, you are responsible for paying back any debt to the VA created by your change in enrollment.

### **AUDITED COURSES**

Audited courses cannot be certified to the VA

### **CERTIFICATION**

Your School Certifying Official will process certifications within 30 days prior to the start of term. It is recommended that you enroll early and submit your [Enrollment Verification Form](#) to the School Certifying Official. Any schedule changes may delay your VA benefits. The School Certifying official will make every effort to submit certifications to the VA in a timely manner. Despite this, the VA tuition payment will likely not arrive at the University prior to the tuition being due. The School certifying Official will annotate in your record that you are a VA education benefit recipient and tuition payment is expected from the VA. You will continue to receive an invoice from the Bursar as this process is automatic for any student who has a balance. You will not be assessed late fees or penalties while VA tuition payments are pending. If you have charges that are not covered by the VA such as parking or room and board, you will be expected to pay those when due.

### **COURSES & DEGREE PLANS**

To utilize your VA education benefits you must be enrolled in a program that is approved by the VA for benefit use. The list can be found on [WEAMS](#). Only courses that satisfy requirements outlined by your degree plan can be certified for VA purposes. If you take a course(s) that does not fulfill a program requirement, it cannot be certified for VA purposes.

### **GRADUATION**

You are required to notify your School Certifying Official if you graduate.

### **TRANSFERRING PRIOR CREDIT**

Student who transfer to Villanova and wish to have previously earned credits evaluated for transfer should submit all official transcripts through the admissions process.

### **REPEATING COURSES**

Courses that are successfully completed may not be certified for VA purposes. If a program requires a higher grade than achieved, that



course may be repeated. If you receive an “F” then you may repeat the course(s) for a second time, the course can continue to be certified until you successfully complete the course if it is still required for your program. However, repeat course fees cannot be certified to the VA.

**ROUNDING OUT**

You may use the “rounding out” method with non-required courses to bring your course load up to a full-time schedule in the last semester of your program. This procedure can be done only once per program.

**UNSATISFACTORY PROGRESS, CONDUCT, AND ATTENDANCE**

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. The School Certifying Official has the right to terminate your certification if at any time you stop attending classes and/or end up on academic suspension. By terminating your certification, you will be responsible to pay any debt incurred with the VA.

**DUAL MAJOR**

Dual majors can be certified if both majors are approved. Only courses required to complete the dual major can be certified

**EDUCATION RATES**

**Chapter 33**

To view current tuition rates, visit [here](#). Monthly Housing Allowance payment amounts are based on the Department of Defense’s Basic Allowance for Housing (BAH) rates for an “E-5 with dependents” for the zip code of the school or extension campus. BAH rates can be found through the [BAH calculator](#).

Monthly Housing Allowance amounts are prorated based on a student’s benefit level and may be further reduced based on the rate of pursuit rounded to the nearest multiple of 10. Benefits are only payable when the rate of pursuit is more than 50%, and the student is not on active duty.

**CHAPTER 30, 33, 35, 1606, & 1607**

The most current education pay rates for each benefit can be found through the rate tables on the GI Bill [website](#).



**Rate of Pursuit- Undergraduate Enrollments**

For undergraduate enrollments, 12 semester or quarter hours are required for full-time training. The School Certifying Official submits the term dates and credit hours of the enrollment to the VA which will calculate the rate of pursuit.

*For example*, if 12 credits is considered full-time, a course load of 6 credits yields a rate of pursuit of 50% ( $6 \div 12 = .50$ ), whereas a course load of 7 credits yields a rate of pursuit of 58% ( $7 \div 12 = .58$ ). In this scenario, a Veteran would need to enroll for at least 7 credits (such as two 3-credit classes and a 1-credit lab) to receive the housing allowance benefits.

Villanova University offers classes in terms that are shorter than a semester or quarter. This is especially true for online classes and summer enrollments, in these cases, the VA calculates weighted "equivalent credit hours" so that fewer credits are required for full-time (and more than half-time) training.

When calculating monthly housing allowance, the VA will consider how many credits the student is pursuing on each given day of the term.

**Rate of Pursuit- Graduate Enrollments**

For graduate enrollments, 6 semester or quarter hours are required for full-time training. The School Certifying Official submits the term dates and credit hours of the enrollment to the VA which will calculate the rate of pursuit.

When calculating monthly housing allowance, the VA will consider how many credits the student is pursuing on each given day of the term.

**PUBLIC LAWS**

**PUBLIC LAW 111-377**

CH 33 changes the amount of tuition and fee charges that should be reported to VA. Any scholarship, waiver or institutional or employer-based aid that is provided directly to the institution and specifically designed for the sole purpose of defraying tuition and fees will be deducted from your VA tuition & fees and difference will be reported to VA.



## OFFICE OF VETERANS AND MILITARY SERVICES MEMBERS

### IMPORTANT NUMBERS

VA Education Benefits 1-888-442-4551  
VA Debt Management Center 1-800-827-0648  
WAVE [www.gibill.va.gov/wave/](http://www.gibill.va.gov/wave/)

Direct Deposit 1-877-838-2778  
Debt Management Center 1-800-827-0648  
Education & Benefits Service [www.gibill.va.gov](http://www.gibill.va.gov)

Villanova Email Inquiries - [veterans@villanova.edu](mailto:veterans@villanova.edu)

School Certifying Official: 610-519-4034  
Director of Veteran and Military Services: 610-519-4448  
Financial Aid: 610-519-4010  
Bursar: 610-519-4258  
Registrar: 610-519-4032

NOTE: Certifying Officials cannot determine basic eligibility. The benefit programs change frequently, so it is best to contact the VA directly if you have questions about eligibility or MHA.

